

Defense Economic Adjustment Assistance Grant Application Guide

Any questions regarding the application or the application process should be directed to the TMPC office at (512) 475-1475 or tmpc@governor.state.tx.us.

A project funded through a DEAAG award must be completed in entirety by August 31, 2013.

Applications must be submitted to the TMPC by an eligible governmental entity as determined by Texas Administrative Code 1.1.4.30(c). Each grant application should be accompanied by a cover letter signed by the applicant's governing body senior elected official (i.e. county judge, mayor) or regional planning commission board president. Please submit an electronic version of the application as well as five hard copies.

Applicants are encouraged to submit their applications in a timely and complete manner as applications or additional information received after the application deadline will not be considered.

Applicant Information:

Identify the eligible entity submitting the grant application and provide applicant's point of contact best able to address detailed questions regarding the grant application. Additionally, disclose any financial obligations to the State of Texas or any pending litigations against the entity.

Project Summary:

Identify the project (i.e. Westside Redevelopment Project, Hangar A upgrades, Water/Sanitation improvements to Building 101).

Provide the amount of DEAAG funding requested, assistance requested from federal agencies, assistance from other agencies and local community funding. Divide each funding source and corresponding total dollar amount by the total amount of the project to determine the percentage share from each source.

Grant awards can be made for as little as \$50,000 or as much as \$2 million. **A 50 percent community match is required.** However, that can be waived to a 20 percent community match provided ample documentation is provided showing community hardship. (See the Project Funding – A below for more information).

Basis of Eligibility:

Check the appropriate box describing the type of community applying for the grant. Refer to TAC 1.1.4.30(c) to determine eligibility categories.

Eligibility of Adversely Affected Communities:

Refer to TAC 1.1.4.32 to determine eligibility categories.

If the defense community for which the entity is applying for a grant has been adversely affected, check the appropriate boxes.

Eligibility of Positively Affected Communities:

Refer to TAC 1.1.4.32 to determine eligibility categories.

If the defense community for which the entity is applying for a grant has been positively impacted, check the appropriate box

Summary of Eligibility:

Adversely Affected Communities: Provide a chronology of events that caused the loss of qualified defense worker jobs, the date each event began and ended or that is projected to start and end, the number of defense worker jobs lost during each event described and the percentage of the total community jobs lost as a result of direct defense worker job loss. Provide specific information regarding employers, i.e. Department of Defense (DOD) uniformed personnel, DoD civil, defense contractor and jobs lost from each.

Positively Affected Community: Provide a detailed summary of the new or expanded military mission, or a new or expanded defense related economic development opportunity including the dates the event(s) are expected to start and end, and the expected number of new defense workers or defense worker jobs.

Documentation: Sufficient documentation to determine the applicant's eligibility is required. Statistics from DoD manpower or personnel records, socioeconomic impact studies performed by the DoD and Environmental Impact Statements, United States Census Bureau, Department of Labor, or Texas Workforce Commission reports or statistics may be considered as possible acceptable source documents. Include the source of all documentation submitted.

Impact Statement:

Area Employment Impact: Data is available from the Texas Workforce Commission Labor Market Information Division at <http://www.twc.state.tx.us/customers/rpm/rpmsub3.html>. Provide a copy of any statistical information used to complete this section.

Area Economic Impact: Use the data available on the Bureau of Economic Analysis (BEA) Website at <http://www.bea.gov>. In addition, attach "BEARFACTS" for the county impacted. To obtain the requested data, bring up the BEA page titled BEA's Regional Fact Sheets (BEARFACTS) and go to Metropolitan Statistical Areas (MSA) to look up per capita income for the appropriate MSA. To obtain county per capita income, select the most recent three year period available, click Texas and the appropriate county. Print a copy of the county BEARFACTS sheet and attach to the application. Provide a copy of any statistical information used to complete this section.

Analyze Economic Loss or Gain: Provide a detailed assessment of the economic loss or gain to the area that has occurred or is projected to occur as a result of the events described in the eligibility statement. Assessment should include specific impacts to small businesses, housing market, transportation and specific sectors of the local economy. Cite background material found in Environmental Impact Statements or Socioeconomic Studies to substantiate assessment of future impacts by comparing "no action alternative" to the actions supported by the grant application. Provide a copy of any statistical information used to complete this section. Include additional as needed.

Previous DEAAG Awards: Provide the dates and the amount of any previously awarded DEAAG.

Project Characteristics & Description:

Project Characteristics: Check the appropriate box(es) describing the type of project grant funds will go towards.

Provide a detailed summary of the overall project including costs, timelines for starting and completing the project. Included as much information about the overall project as you can and how it will benefit the community.

Federal Match Grant: Summarize the use of the Defense Economic Adjustment Assistance Grant in obtaining federal funding and attach a copy of the completed application for federal assistance or a copy of other federal assistance applications. A federal award letter, Memorandum of Understanding or agreement must be provided before the release of state grant funds.

For real/property DoD purchases: Attach a building inventory with a general description and/or use of buildings or facilities to be purchased. Attach a map showing general location of the real property and a copy of conveyance documents (if appropriate) or a summary of negotiations to include purchase price, terms and conditions. Include an inventory of personal equipment to be purchased along with the estimated purchase price of each item or major group of items

Purchase/Lease of Capital Equipment: Describe the capital equipment to be purchased, its cost and its future use to train defense workers whose jobs have been threatened, lost, gained or retained. Include an inventory of personal equipment to be purchased along with the estimated purchase price of each item or major group of items and a description of the training curriculum or plans and workforce goals. Detail the expected number of student to train on the equipment.

Purchase of Insurance: Describe the insurance to be purchased including type, coverage limits and terms.

New Construction, Rehabilitation or Renovation of Facilities or Infrastructure: Describe the facility or infrastructure to be constructed or the current state of the facilities or infrastructure to be replaced, rehabilitated, renovated or razed. Describe the changes necessary to make the facility or infrastructure serviceable for the intended purpose. Outline the purpose of the structure or infrastructure that requires construction, repair or renovation. Define the role of the project in the base reuse plan (if applicable). Enclose annotated maps with a clear depiction of the project site.

If the project for which DEAAAG funds are to be used represents a subproject, provide a detailed summary of the overall project including timelines for starting and completing each of the subprojects and the overall project. Also, provide a summary of how the subproject DEAAAG funds are to be used for supports the overall project and job creation.

Project description should also include information addressing whether the project is a multi-year phased project and what phase the grant award would be applied to. **LIST ONLY THOSE PROJECTS AND AMOUNTS WHERE DEEAG FUNDS WILL BE USED.**

Jobs Gained and/or Jobs Retained:

Expected number of new direct / indirect jobs to be created / retained: Refer to TAC 4.30 when completing this section. Provide a breakdown of job types i.e. clerical, machinist, aviation mechanic, etc. Additionally, provide the annual financial impact of these jobs including the total of payroll plus the increased amount of taxes that are paid to the local community as a result of the increased employment in the area.

Total Number of Jobs to be created / retained: Provide an overview of the number and types of direct / indirect jobs expected to be created or retained as a result of this project.

Total Amount of Annual Payroll for New / Retained Jobs: Projected amount of direct wages for a 5 year period - This is the total payroll that is expected from jobs to be created or retained as a result of the project.

Provide a detailed explanation regarding the reported numbers: Include documentation indicating any agreement between the applicant and a qualified employer, explicit or implied, of a business relocating or staying as a result of this project's completion. Documentation can include but is not limited to Memorandums of Understandings, Letters of Intent or official email. Also include estimates of the expected number of jobs gained or retained through this agreement as well as a point of contact.

Existing Jobs at the Project Site:

Provide an overview of current job numbers at the project site.

Projected Date & Milestones of Project:

Provide a date for each applicable milestone. Provide any additional milestone or performance measure that could be helpful tracking the progress and success of the project. Indicate whether any construction will take place on property leased to a third party.

Project Expense Estimate:

Provide a comprehensive breakdown of the estimated project costs. Include all costs associated with the project.

Project Funding Sources - A:

Provide the source of and actual dollar amount of each funding source by year to be expended on the project.

Project Funding Sources - B:

Detail funding types and sources identified in the previous table. Include all of the following:

Other Financial Partners:

Community Match: Provide the amount and source of the community match. Detail if the match is coming from a specific program or out of general appropriations.

Federal match grant: Summarize the use of the Defense Economic Adjustment Assistance Grant in obtaining any federal funding and attach a copy of the completed Application for Federal Assistance (Standard Form 424) or a copy of other federal assistance applications. A federal award letter must be provided before the release of State grant funds.

Efforts to attract other financial partners: In cases where the applicant and the DEAAG are the only source of project funding, provide documentation showing all efforts made by the applicant to secure funding from other sources, private, public or any other type of federal funding not mentioned above. Documentation can include but not limited to posted solicitations, Memorandums of Understandings, Letters of Intent.

Efforts to acquire federal assistance: Summarize all efforts to gain assistance from any federal agency or department for funding of this project. Include date of application, result of the process, and reason for disapproval of any application related to this project. Include copies of the completed Application for Federal Assistance (Standard Form 424) or a copy of other federal assistance applications and any approval or denial letters when appropriate. A federal award letter must be provided before the release of State grant funds.

Request for Exceptional Funding: The Director of the Texas Military Preparedness Commission may authorize additional DEAAG funding in situations where limited community budget or available resources are not available to fund a project. If DEAAG funding is required to finance greater than 50 percent of the project, provide appropriate justification and documentation to provide increased funding. Such justification should include specific information on the lack of community resources available to undertake this project, copies of applications and denials for any federal, state or private assistance. In addition, attach a business plan to support the viability of the proposed project.

Local Economic Development Efforts:

Summary of efforts to use local, state, and federal resources for economic development and efforts to promote investment and create/retain jobs: Describe community efforts to use existing local resources or state and federal programs to support economic development and any incentive(s) that have been or may be offered to attract businesses to create or retain qualified jobs.

Certifications:

The local governing body representative with signature authority for the governing body along with the participating legal counsel, grant administrator and other participating consultants will attest that information contained in the application is true and correct.